



## MEETING MINUTES

### Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: April 27, 2016  
Place: CWCAC, Inc. Headquarters  
1000 Highway 13  
Wisconsin Dells, WI 53965

**Board Members:**

*Present:* Dave Repinski, Joy Casperson, Sandy Wormet, John Atkinson, Bob McClyman, Donna Maly, Stacy Ewert, Muriel Harper, John Wenum, Charlie Krupa, Dave Singer, David Moore, Renee Greenland, and John Earl

*Absent:* Scott Beard

*Unexcused Absence:* None

**Staff Present:** Chris Utley, Kari Labansky, and Lisa Williams

**Guests Present:** Katie Castern

### Opening

1. John Earl called the meeting to order. Roll call was taken with 14 members present. After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world.

Motion was made by Bob McClyman to adopt the April 27, 2016 agenda. Seconded by David Moore. Passed unanimously. MOTION CARRIED.

Motion was made by Charlie Krupa to adopt the February 24, 2016 meeting minutes. Seconded by Renee Greenland. Passed unanimously. MOTION CARRIED.

Fred introduced Katie Castern, State of Wisconsin Community Services Block Grant Coordinator. Katie presented ROMA (Results Oriented Management and Accountability) Board Training which is a government mandated system for planning and evaluating agency strategies with a sharp focus on the results we want to achieve. When planning, we set goals for how the agency will change lives and make an impact on the causes and conditions of poverty in the community. Strategic Plans should include Agency, Family, and Community goals and the agency should be able to document not only the work they do, but the outcome that was achieved. Showing results is critical in demonstrating the success and value of the work of human service agencies.

2. President's Comments

John mentioned both the committees and board will soon be busy with our building projects gearing up. He reminded board members to complete their 2016 Board Evaluation and thanked everyone for their attendance at the meeting.

3. Executive Director's Report

Fred expressed appreciation for our agency, board, and staff. Everyone is invited to the Rio Food Pantry Fundraiser being held on May 1<sup>st</sup> and our 17<sup>th</sup> Annual Golf Classic being held on June 9<sup>th</sup>. Section 8 has moved up to our Adams Office and we may have renters for the vacated space in the Dells office. The Department of Human Services is proposing that funding for the Skills Enhancement Program will not be going through WISCAP anymore and will now be awarded to only five Community Action Agencies in Wisconsin; WISCAP along with agency Executive Directors are reviewing ways to address.

Motion was made by David Moore to accept the Executive Director's Report of April 27, 2016 with thanks to Fred. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Kari presented the Budget & Finance Report including changes to the Finance Procedures Manual due to OMB Uniform Guidance regulations changes instituted in 2015. One major change is that all administrative charges will follow the OMB De Minimus rule of 10% of expenses charged to every funding source, which we are following with the exception of Section 8 which will be charged at 1%. As of March 31<sup>st</sup>, our Cash Balance was \$726,150.78 and Total Revenues at \$1,621,512.00 compared to \$1,479,754.69 in 2015.

Motion was made by David Moore to accept the Budget & Finance Report of April 27, 2016 with thanks to Kari. Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

5. Committee Reports

a. PBP Committee

John Earl asked board members to review the PBP Committee report of March 11, 2016. Charlie Krupa called the meeting to order. Roll call was taken with six members present. Motion passed by unanimous vote approving the agenda and minutes of the January 8, 2016 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Report. The City of Wisconsin Dells recommended MSA to complete a Community Development Block Grant supporting infrastructure

for Gomoll's Senior Village. After a special meeting of the EPF&A Committee held on March 4, 2016, the agency moved forward with purchasing two contiguous lots located on County Trunk "G" in the City of Mauston for construction of an office building and residential apartments. New Beginnings agreed to contribute \$12,000 per year to CWCAC for management of the Beaver Dam Homeless Shelters. After the meeting the committee will visit our Necedah buildings, a vacant lot for a possible future building project in Necedah, and Generations Dance Academy in New Lisbon. The Rio Food Pantry fundraiser will be held on May 1<sup>st</sup>. The next meeting will be held on May 13, 2016.

Fred reported that we would not be able to apply for the CSBG Grant for infrastructure for Gomoll's Senior Village as the land is not owned by the municipality. Future options for the land are being reviewed.

Motion was made by David Moore to accept the PBP Committee Report of March 11, 2016. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of March 4, 2016. John Earl called the meeting to order and roll call was taken with four members present. Motion passed by unanimous vote approving the agenda. The purpose of the meeting was reviewed. Kurt Mead was introduced as our Buildings Project Manager. There was discussion relative to available properties in the City of Mauston, specifically two contiguous lots located on County Trunk "G" within the city limits; excellent location for an office building and affordable housing. Motion made by Muriel Harper to submit a bid on Lot #2 to Juneau County for an amount of \$7,101.50. Seconded by Dave Singer. After discussion, motion passed by unanimous vote. Note - Minimum bid accepted would be \$7,000. The agency has an accepted offer on Lot "1" for \$11,999. Motion was made by Dave Singer that Central Wisconsin Community Action Council, Inc. provide seller with earnest money of \$1,000, securing the purchase proposal. Seconded by Donna Maly. After discussion, motion passed by unanimous vote. Checks will be drawn and presented to sellers this date. Other items discussed included Gomoll's proposed senior housing, possibility of property sales, and concerns about the 72 units of affordable housing being developed in the Dells. The next meeting will be held on March 11, 2016 at the Necedah Library.

John Earl asked board members to review the EPF&A Committee report of March 11, 2016. John Earl called the meeting to order and roll call was taken with three members present. Motion passed by unanimous vote approving an amendment to the agenda under #4 - adding "Approval of the March 4, 2016 meeting minutes". The revised agenda was approved by unanimous vote. The minutes of the February 19, 2016 and March 4, 2016 EPF&A Committee Meetings were approved by unanimous vote. Fred reported that Susan Halbach will be moving from Weatherization into Finance. Kari presented the Finance Report. After a special meeting of the EPF&A Committee held on March 4, 2016, the

agency moved forward with purchasing two contiguous lots located on County Trunk "G" in the City of Mauston for construction of an office building and residential apartments. Earnest money was submitted to seller securing the purchase proposal on Lot #1. A bid was submitted to Juneau County in the amount of \$7,101.50 for Lot #2. Motion approved by unanimous vote to submit copy of the March 4<sup>th</sup> EPF&A minutes, maps, and property survey to the full board. The State compromised on a dispute regarding a window replacement our Weatherization Unit completed last year, allowing the cost of the windows but not the labor. Board Annual Training will be held on Wednesday, March 16<sup>th</sup>. After the meeting the committee will visit our Necedah buildings, a vacant lot for a possible future building project in Necedah, and Generations Dance Academy in New Lisbon. The next meeting will be held on April 8, 2016.

John Earl asked board members to review the EPF&A Committee report of April 8, 2016. John Earl called the meeting to order and roll call was taken with five members present (Muriel Harper by conference call). Motion passed by unanimous vote approving the agenda and minutes of the March 11, 2016 EPF&A Committee meeting. No personnel issues. With the WIPFLI audit concluding, Kari will present the finance report at the board meeting. Motion passed by unanimous vote approving the Property Purchase Resolution for purchase of Lot 2, Parcel No. 292511652-10 in the City of Mauston from Juneau County in the amount of \$7,101.50; closing must take place prior to April 23, 2016. This property is zoned commercial; ideal for construction of our Mauston Office building. Motion passed by unanimous vote approving the Property Purchase Resolution for purchase of Lot B, Parcel No. 292511652.27 in the City of Mauston from Landmark Credit Union in the amount of \$11,900; closing is set for April 14, 2016. This property is zoned residential; ideal for construction of rental units. We are consulting with Scott Ethun, Juneau County Human Services Director, regarding number of units needed. Juneau County will swap land with the Village of Necedah giving CWCAC access to golf course land for a new senior housing project. Village Administrator, Roger Herried, has offered to apply for grants for the limited site work needed. The City of Wisconsin Dells referred us to MSA to assist with a Community Development Block Grant for infrastructure of Gomoll's Senior Village. With no progress to report from MSA, Fred will check with the city to determine the prospect of assistance in the future. The Stone Foundation has awarded \$75,000 to CWCAC to assist with Homeless Prevention & Intervention, Housing, Transportation, Utility Disconnects, and Other Crisis & Emergency Situations. We are developing a client application and plan to dispense all funds by the end of the year. The Section 8 office moved to our Adams building and we may have renters for the vacated space at our Dells office. Committee members fondly remembered former board member, Joan Koscal, who served on our board from 2002 to 2010. The next meeting will be held on May 13, 2016.

Motion was made by Muriel Harper to accept the EPF&A Committee Reports of March 4, 2016, March 11, 2016, and April 8, 2016. Seconded by Sandy Wormet. Passed unanimously. MOTION CARRIED.

6. Program Reports
  - a. Weatherization
  - b. Homeless
  - c. Hunger Reduction

Chris Utley reported that the State of Wisconsin has completed the annual Savings Evaluation of the Weatherization Program. The Executive Summary showed that CWCAC, Inc. had higher than average energy savings at a substantially less cost than the statewide program average. The result is that our Weatherization Program had the highest Savings to Investment Ratio of all state programs. The Homeless Unit report indicated we have currently served 47 households including 116 individuals at a total cost of \$67,223; we have assisted 23 households with Project Chance including 60 individuals year-to-date; a House Manager has been found for New Beginnings Women's/Families Shelter; year-to-date spending for Sauk Rapid Re-Housing was \$7,384 and Sauk Transitional Housing was \$3,220. Lisa Williams presented the Hunger Reduction Program Report reflecting 3,142 households served in January of 2016 and \$3,429 in February of 2016; this includes the 16 TEFAP Outlets served with USDA commodities. We currently administer the Section 8 voucher program as an agent of WHEDA in the counties of Adams, Columbia, Jefferson, Marathon, Rusk, Taylor, & Washburn and the City of Eau Claire. We have 614 voucher holders leased up and an additional 4 voucher holders that have ported in to our jurisdiction. The average per unit cost paid directly to the landlord and/or utility company is \$342. We also have 53 veterans vouchers leased up through our VASH voucher program.

Motion was made by John Wenum to accept the Weatherization, Homeless, and Hunger Reduction reports of April 27, 2016. Seconded by Stacy Ewert. Passed unanimously. MOTION CARRIED.

7. Old Business

Fred shared newspaper articles regarding re-election of Bob McClyman to the Columbia County Board and a large Food Pantry donation by Ho-Chunk Casino.

8. New Business

Motion was made by Bob McClyman to approve the property purchase resolution which reads, "**WHEREAS:** Central Wisconsin Community Action Council, Inc. has been renting property located at 1

Kennedy Street, Mauston, WI 53948 from Community Sharing Pantry, Inc., Mauston, WI for \$550 per month for over 18 years; and **WHEREAS:** CWCAC, Inc. is committed to our presence in Juneau County and would like to purchase property for construction of a new CWCAC, Inc. single-story office building to accommodate our Wisconsin Home Energy Assistance Program (WHEAP) and Homeless Unit services staff, also offering rental units; and **WHEREAS:** Property became available for purchase located at Lot B, Vol 8, CSM page 88, Parcel 292511652.27, across from Mauston Senior Village; and **WHEREAS:** This property is zoned residential which is ideal for construction of rental units; and **WHEREAS:** The seller, Landmark Credit Union, Tomah, WI, has accepted an offer of \$1,000 less than asking price of \$12,900 and earnest money has been paid in the amount of \$1,000, **Now there for let it be resolved:** That Central Wisconsin Community Action Council, Inc. Board of Directors approves purchasing the property located at Lot B, Vol 8, CSM page 88, Parcel 292511652.27, Mauston, WI 53948 at a purchase price of no greater than \$11,900 with an expected closing date of no later than April 30, 2016; and further **Resolve**, that authority be vested in the President and/or the Executive Director to sign all necessary and required documents for the sales transaction." Seconded by Renee Greenland. Passed unanimously. **MOTION CARRIED.**

Motion was made by David Moore to approve the property purchase resolution which reads, "**WHEREAS:** Central Wisconsin Community Action Council, Inc. has been renting property located at 1 Kennedy Street, Mauston, WI 53948 from Community Sharing Pantry, Inc., Mauston, WI for \$550 per month for over 18 years; and **WHEREAS:** CWCAC, Inc. is committed to our presence in Juneau County and would like to purchase property for construction of a new CWCAC, Inc. single-story office building to accommodate our Wisconsin Home Energy Assistance Program (WHEAP) and Homeless Unit services staff, also offering rental units; and **WHEREAS:** Property became available for purchase located at Lot 2 which is Parcel No. 292511652-10 in the City of Mauston – Legal Description – Lot 22, Vol 10, CSM page 117, #2599, Pt N1/2 N1/4, across from Mauston Senior Village; and **WHEREAS:** This property is zoned commercial which is ideal for construction of our Mauston Office building; and **WHEREAS:** A bid was accepted by the seller, Juneau County, in the amount of \$7,101.50, earnest money paid in the amount of \$710.15, administrative fee due of \$300, and balance due is \$6,691.35, **Now there for let it be resolved:** That Central Wisconsin Community Action Council, Inc. Board of Directors approves purchasing the property located at Lot 2 which is Parcel No. 292511652-10 in the City of Mauston – Legal Description – Lot 22, Vol 10, CSM page 117, #2599 Pt N1/2 N1/4, Mauston, WI 53948 at a bid price of no greater than \$7,101.50 and payment of balance due in the amount of \$6,691.35 with a closing date of no later than April 30, 2016; and further **Resolve**, that authority be vested in the President and/or the Executive Director to sign all necessary and required documents for the sales transaction. Seconded by John Atkinson. Passed unanimously. **MOTION CARRIED.**

Motion was made by Dave Repinski to approve the EPF&A Committee recommendation of adding the Code of Conduct and Board Member Job Description as an addendum to the By-Laws. Seconded by Bob McClyman. Passed unanimously. MOTION CARRIED.

9. Next Meeting

Wednesday, June 22, 2016 @ 10:00 a.m.

10. Adjourn

John Earl declared the meeting adjourned.

Signed by:

  
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Fred Hebert, Executive Director

April 28, 2016  
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Date